THE COUNCIL FOR TOBACCO RESEARCH—U.S.A., INC.
800 SECOND AVENUE
NEW YORK, N. Y. 10017

LITERATURE RETRIEVAL DIVISION
7TH FLOOR

December 17, 1981

Francis K. Decker, Esq.
Webster & Sheffield
1 Rockefeller Plaza
New York, New York 10020

Dear Frank:

Enclosed is our statement of the 1981 operating expenses and budget for 1982. It is important to note that our budget and goals for 1982 do not take into account any expenses, or other considerations, in connection with proposed organizational changes or additional functions for the Division, or proposed additions and changes regarding office space and physical plant.

We have made a great deal of progress this year. We now house what we believe is the most comprehensive collection anywhere of articles that deal with the health or biological effects of asbestos, and we believe that the collection is essentially complete on the alleged involvement of smoking in asbestos-related diseases.

We have made substantial inroads in identifying articles that deal with occupational respiratory diseases without reference to asbestos, and we expect to begin gathering these articles during 1982.

We have eliminated all document backlogs at the various stations of the operation through and including updating of the data base; we need only to accelerate aperture card production.

All these tasks were accomplished in addition to our routine activities, and we were able to hold down the costs as well.

During 1982 we plan to complete the conversion of the current batch system to an on-line environment and to implement a system for processing documents at intermediate levels.

We anticipate that 1982 will be a very challenging and difficult year, since there will be major functional changes in virtually every department as a result of the planned improvements in connection

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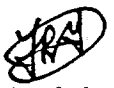
with automation and the processing of documents. Our task will be made even more difficult should the proposed organizational, functional or physical plant changes or additions be implemented. In this event, we will need sufficient time to re-evaluate our position and to submit supplemental budgets, operating plans and schedules.

Sincerely,



Frederick B. Giller

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Source: https://www.industrydocuments.ucsf.edu/docs/jnwj0000